

Air

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
AFOIR-CO-10 WASHINGTON 25, D. C.

USAF Declass/Release Instructions On File

SUBJECT: Evaluation of Intelligence Reports

TO: Director
Central Intelligence Agency
2430 "E" Street, N. W.
Washington 25, D. C.

Office of Naval Intelligence
Department of the Navy
Washington 25, D. C.

Department of the Army
Washington 25, D. C.
ATTN: G-2

Department of State
Washington 25, D. C.
ATTN: Office of Intelligence Research

1. In order to improve the caliber of intelligence reports, to check conflicting reports and thus eliminate unsound sources of information, and to grade the efficiency and promptness with which requests for information are answered by Air Attaches and other sources, a system of evaluating intelligence reports is being initiated.
2. The office receiving an intelligence report and using that report for whatever intelligence value it possesses is the logical office to evaluate that report. The system being established will allow the using agency to express its opinion of the value of the report. It will give that agency the opportunity to make recommendations and lend valuable constructive criticism to the field collecting agencies.
3. The inclosed "EVALUATION CARD" represents the type of form that will be attached to each report distributed by the Directorate of Intelligence. It is intended that the evaluation be concise as possible; however, the briefness of the form demands that the few entries that are made thereon be given careful consideration; otherwise the evaluation program will be of little value.

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4. The Evaluation Card is chemically treated for Ozalid reproduction and in all cases where intelligence reports reaching this Headquarters are printed on Ozalid parchment the "header information" (title of report, date, originator, number of report, etc.) will be printed on the card by this Headquarters prior to the distribution of the report (Reference Inclosure No. 1). For those cases where the intelligence report is not reproducible by Ozalid process the Evaluation Card will be attached to the report in blank form (Reference Inclosure No. 2) and it is requested that the analyst or officer using the report fill in by pen, pencil or typewriter the header information called for on the face of the card.
5. The individual using the intelligence report should then evaluate that report by punching out appropriate holes on the left hand margin of the card. (Excellent, Usable, Not Usable, etc.) No more than two holes in the "Material" section of the evaluation card should be punched for any one report. As an example, a report may be "Usable" but "Too General" in which case the spaces marked "Usable" and "Too General" will be punched out.
6. The three spaces opposite, Timeliness, marked "Prompt", "In Reasonable Time", and "Delayed" are for those offices which receive a report in answer to a specific requirement submitted by that office. These spaces are for evaluation of the timeliness of the report to determine the efficiency of the collection activities in response to specific requests. The remaining spaces in this section, X1, Y2, Z3, are for use by this office and will be ignored by the evaluator.
7. In cases where the officer or analyst evaluating the report does not have access to a hand punch with which to notch the card he should indicate with a check mark (pencil or pen) his evaluation and the card will be punched when returned to the Collection Branch, Air Intelligence Requirements Division, Directorate of Intelligence, Hq. USAF. It is emphasized that the evaluator should only notch or mark the spaces on the left hand margin of the card, opposite TIMELINESS-EVALUATION-MATERIAL, which have been discussed in paragraphs 5 and 6.
8. Particular attention should be given to the item on the bottom, right hand corner of the evaluation card marked COMMENTS - USE REVERSE SIDE OF CARD. It is requested that a short concise statement be made on the back of the card by the evaluator as to his personal opinion of the report. It is desired and urged that "no holds be barred" in this statement for it is only through the honest and frank

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opinion of the analysts using the reports that the Collection Branch, Air Intelligence Requirements Division can improve its services to you.

9. The evaluation system is effective now and your cooperation in this matter is requested. The Evaluation Card should be returned, as soon as completed, to the address indicated on the face of the card.

2 Incls.

1. Evaluation Card, Sample Report
2. Evaluation Card, Blank

Walter R. Agee
WALTER R. AGEE
Brigadier General, USAF
Chief, Air Intel. Req. Div.
Directorate of Intelligence